

**BY ORDER OF THE COMMANDER  
AIR FORCE RESERVE COMMAND**

**AIR FORCE RESERVE COMMAND  
INSTRUCTION 10-210**



**14 JANUARY 2014**

***Operations***

***AIR FORCE RESERVE COMMAND PRIME  
BASE ENGINEER EMERGENCY FORCE  
(BEEF) MANAGEMENT***

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This Instruction implements Air Force Policy Directive (AFPD) 10-2, *Readiness*, and Air Force Instruction (AFI) 10-210, *Prime Base Engineer Emergency Force (BEEF) Program*. It provides Air Force Reserve Command (AFRC) guidance applicable to Reserve Civil Engineer (CE) units to organize, train, and equip their Prime BEEF teams in compliance with HQ USAF Program Action Directive (PAD) 12-03, *Implementation of Enterprise-Wide Civil Engineer Transformation*. This Instruction also incorporates AFI 10-403, *Deployment Planning and Execution*, and Air Force Pamphlet (AFPAM) 10-219, Volume 8, *Prime Base Engineer Emergency Force (BEEF) Management*. Process supplements/publications in accordance with (IAW) AFI 33-360, *Publications and Forms Management*. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF IMT 847, *Recommendation for Change of Publication*; route AF Form 847s from the field through the appropriate functional chain of command. Ensure that all records created as a result of processes prescribed in this publication. Ensure that all records created as a result of processes prescribed in Air Force Manual (AFMAN) 33-363, *Management of Records*, are maintained in accordance with (IAW) this manual, and are disposed of IAW the Air Force Records Disposition Schedule (RDS) located at [https://www.my.af.mil/afrims/afrims/afrims/rds/rds\\_series.cfm](https://www.my.af.mil/afrims/afrims/afrims/rds/rds_series.cfm). See Attachment 1 for references, acronyms and abbreviations, and terms used in this pamphlet. Send comments and suggested improvements to HQ AFRC/A7XO, 255 Richard Ray Blvd., Robins AFB GA, 31098-1895.

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## Chapter 1

### MISSION

**1.1. Mission.** The mission of Air Force (AF) Civil Engineers (CE) is to provide, operate, maintain and protect sustainable installations as weapon-system platforms through engineering and emergency response services across the full mission spectrum.

1.1.1. In-garrison. The mission of the Reserve Civil Engineer Squadron (CES) or CE Flight in-garrison is to train to provide a level of readiness sufficient to assure the mobile Prime Base Engineer Emergency Force (BEEF) teams, including Explosive Ordnance Disposal (EOD), Fire Emergency Services (FES), Readiness and Emergency Management (R&EM), and Staff Augmentation Teams (S-Teams), can adequately meet the expeditionary commitments pursuant to the appropriate operations plan and designed operational capability.

1.1.2. Contingency/Expeditionary. The mission of the CES or CE Flight in contingency/wartime is to provide, operate, and maintain installations, infrastructure, and facilities necessary to create and sustain responsive, persistent, and effective combat operations on a global basis. CE forces support contingency operations by providing engineer support capabilities to employ, protect, sustain, and recover forces to meet Air Force and Joint taskings.

**1.2. Assigned Forces.** Until mobilized, the CES or CE Flight is under the direct control and supervision of the commander to which it is assigned. Appoint squadron section commanders and detachment commanders on orders when they must perform command actions. Authority for such actions is contained in AFI 38-101, *Air Force Organization* and AFI 51-604, *Appointment to and Assumption of Command*. Under Presidential call-up, pursuant to Title 10 United States Code (USC) Section 12304, administrative control remains unchanged. Operational control transfers to the commander of the supported command. Under mobilization authority, command jurisdiction transfers to the commander of the unit to which assigned.

**1.3. Direct Liaison Authority.** Established command channels apply. Communicate directly with the applicable sister squadrons and their Functional Managers on matters relating to operational training, inspection, operational mission coordination, and logistics support.

## Chapter 2

### FUNCTIONAL RESPONSIBILITY

#### 2.1. HQ AFRC.

2.1.1. HQ AFRC/DA7 is the office of primary responsibility for approval and coordination of the Reserve Prime BEEF program and represents AFRC on the AF CE Council.

2.1.2. HQ AFRC/A7X executes standards, procedures, guidelines and curriculum related to the execution of the AFRC Prime BEEF program. HQ AFRC/A7X executes curriculum oversight of CE contingency training and the Expeditionary Combat Support-Training and Certification Center (ECS-TCC). HQ AFRC/A7X has the oversight responsibility and skip echelon authority for management of the Reserve Prime BEEF program to include programming, guidance, budget, training, personnel Unit Type Code (UTC), equipment UTCs, Air and Space Expeditionary Force (AEF) Reporting Tool (ART), Status of Resources and Training System (SORTS), Defense Readiness Reporting System (DRRS) deployments (actual and deployments for training [DFTs], functional area visits [FAV], staff assistance visits [SAV], and program reviews [PR]).

2.1.2.1. HQ AFRC/A7XO and A7XE are branches assigned under HQ AFRC/A7X that are assigned specific program responsibilities. The HQ AFRC/A7XO Operations Branch is responsible for organizing, training and equipping AFRC units. AFRC/A7XE facilitates EM, EOD, and FES programs for base operating support and Prime BEEF units in coordination with HQ AFRC/A7XO and through HQ AFRC/A7X. Skip echelon authority also applies to these branches when accomplishing functional area management related tasks.

#### 2.2. The AFRC Prime BEEF Panel.

2.2.1. Similar to the AF CE governance structure, AFRC Prime BEEF program needs/shortfalls will be addressed via a AFRC Prime BEEF and Contingency Training Panel. The panel will be chaired by the AFRC/A7X Operations and Training Branch Chief.

2.2.2. Membership of the Prime BEEF Panel will consist of members from AFRC CES, CE Flights, NAF/A7X's, and HQ AFRC/A7X. The exact configuration of the Prime BEEF Panel will be identified in the Prime BEEF Panel charter. Panel members from CE units can be either enlisted or officer. The NAF member to the AFRC Prime BEEF panel is the Operations Air Reserve Technician (ART).

2.2.3. CE unit commanders will nominate Prime BEEF Panel members through their respective NAF. Each member will serve a term of three years with panel membership rotated on a staggered basis. Final approval of panel members is AFRC CE Chief Enlisted Manager (CEM).

**2.3. Numbered Air Force (NAF) A7X.** AFRC NAFs provide readiness oversight, support, and assessment to their respective wings and independent groups/flights. As part of their readiness mission, AFRC NAFs may provide operational readiness assistance to Total Force wings when requested by the active component wing commander. NAF A7Xs ensure unit preparations are maximized to achieve operational effectiveness within available resource constraints. NAF A7Xs serve as advisors to the NAF/CC's on all CE issues, and advocate on behalf of the

NAF/CC's and respective CES/CC's for manning, equipment, training, and resources to accomplish their missions. NAF A7Xs coordinate with and assist AFRC/A7X and assigned CE units in matters affecting operational readiness of assigned Prime BEEF units, IAW AFRCI 10-202, Volume 2, *Command Communications*.

**2.4. The CES or Flight.** The CES or CE Flight reports directly to the Mission Support Group Commander, Civil Engineer Group (CEG) or equivalent. The CES peacetime structure design maintains effective operations with the least expenditure of resources and minimizes organizational turbulence upon wartime mobilization. The CES and CE Flights are aligned for consistency with active component counterparts.

**2.5. CE Unit Commander.** Ensures Prime BEEF program effectiveness. With support from their major command (MAJCOM), commanders must program for resources and training supporting UTC mission capability statements and AFI 10-210. This training should include Automated Civil Engineering System, Personnel and Readiness and Resource Management (ACES PR/RM), SORTS, ART, DRRS, and UTC management.

2.5.1. The unit commander will submit monthly activity reports to HQ AFRC/A7XO for any unit failing to maintain a minimum of a level 2 SORTS rating on their monthly SORTS report. Using Attachment 2, *Monthly Activity Report*, commanders will provide a get well plan for the unit Prime BEEF Program. Activity Reports are due to HQ AFRC/A7XO no later than the fifth day following the scheduled Unit Training Assembly (UTA).

**2.6. CE Squadron Superintendent.**

2.6.1. The Chief Master Sergeant 3E000, is aligned with the command staff and works directly for the squadron commander.

2.6.2. The squadron superintendent is responsible for advising the commander on all enlisted issues and matters pertaining to the enlisted force including training, personnel matters, administration, duty assignments, deployments, recognition, and promotions.

2.6.3. The squadron superintendent will also function as the primary conduit between the unit and the HQ AFRC and NAF representative for all CE enlisted matters regardless of Air Force Specialty (AFS). The unit training manager may be supervised by the squadron superintendent. The squadron superintendent must be actively involved across all flights within the squadron in every aspect of enlisted career growth and development.

**2.7. Flights.** It is imperative that AFRC units posture and train so that transparent integration with Active Duty (AD) and ANG CE units is achieved. Standardized CE units provide a consistent capability presentation of force to Combatant Commanders.

2.7.1. Engineering Flight (CEN). Responsible for portfolio optimization, community planning, environmental planning, program development, energy, design and construction management, installation geospatial information and service and comprehensive assest management plan integration. Provides project management to include design, contract execution, and SABER. Also provides installation mapping, facility floor plan maintenance, and CE record drawing management.

2.7.2. Operations Flight (CEO). Provides oversight and management of facility and infrastructure operations, maintenance and repair, material control, customer service, services contract management, and operations engineering functions. Responsible for transportation

and utilities asset management program (AMP) management. While AFRC CES' are not required to manage an installation portfolio, they must provide that capability during contingency operations and while supporting a military installation. Thus, AFRC CE squadrons will ensure that at least one CE Officer (32E3G), one Engineering Airman (3E5X1), and one Operations Management Airman (3E6X1) gain a complete understanding of AMP management.

2.7.3. Readiness and Emergency Management Flight (CEX). Provides oversight and management of the wings' emergency management programs according to AFMAN 32-1007, *Readiness and Emergency Management Flight Operations*, and the CES expeditionary engineering programs, to include Prime BEEF management. When deployed will be appointed as the Installation Office of Emergency Management, to establish and manage a single, installation-wide EM program, including planning, organizing, training, and equipping, IAW AFI 10-2501, *Air Force Emergency Management (EM) Program Planning and Operations*, and AFMAN 32-1007.

2.7.4. Fire Emergency Services Flight (CEF). Provides fire prevention and protection, fire fighting, rescue, and hazardous materials response capabilities to prevent or minimize injury, loss of life, and damage to property and the environment.

2.7.5. EOD Flight (CED). Train and equip flight personnel to support the AF EOD mission. Provides a safe operating environment for air and space systems and protects people and physical and natural resources from the effects of hazardous ordnance, explosive materials, improvised devices, and weapons of mass destruction.

2.7.6. Installation Management Flight (CEI). AFRC Prime BEEF units do not posture this flight, but must understand the roles and responsibilities of this flight. CEI provides oversight and management of financial management support, information technology management, and force support for the squadron; provides oversight and management of real property, cultural and natural resources, environmental compliance, and hazardous waste management; and provides military family housing, unaccompanied housing, and furnishings management.

**2.8. Prime BEEF Manager.** The Prime BEEF Manager will be a senior noncommissioned officer (SNCO) in one of the following Air Force Specialty Codes (AFSC): 3E0X1, 3E0X2, 3E1X1, 3E2X1, 3E3X1, 3E4X1, 3E5X1, 3E6X1. The Prime BEEF manager resides in CEX and manages the unit Prime BEEF program, ensuring unit personnel are trained, equipped and organized to perform their duties for peacetime or contingency operations. Administers the unit SORTS program according to AFI 10-201 AFRC Supplement 1, *Status of Resources and Training System*, and administers the ART tool IAW AFI 10-244, *Reporting Status of Aerospace Expeditionary Forces*, administers DRRS reporting IAW AFI 10-252, *Defense Readiness Reporting System*.

2.8.1. ACES-PR/RM is a mandated program IAW AFI 10-210. The Prime BEEF manager will manage and document (as applicable) all Prime BEEF related requirements (personnel, training, equipment, etc.) utilizing the ACES-PR/RM module. As a critical component of the unit's contingency program, actions must be taken to ensure recorded data in ACES-PR/RM is timely and relevant. With assistance from assigned UTC subject matter expert (SME), the Prime BEEF manager has primary responsibility to ensure ACES-PR/RM is maintained and all unit/personnel data is current.

2.8.1.1. HQ AFRC/A7XO will provide training and guidance from the Air Force Civil Engineer Center, conduct program reviews of unit databases to ensure proper tracking and implementation of programs, and provide monthly trend analysis to squadron/flight commanders and the Prime BEEF manager. To ensure Prime BEEF program effectiveness, commanders/civilian leaders, with support from their MAJCOMs, must program for and implement recurring training opportunities for key personnel. This training includes Prime BEEF Program Management, SORTS, ART, DRRS and ACES PR/RM.

2.8.1.2. The CE Unit commander maintains overall responsibility for their unit's database. The unit commander will appoint, in writing, individual responsibilities for ACES-PR/RM. The unit commander or designated representative will ensure each individual completes ACES: PR – Personnel Web-based training and ACES: PR – Unit Scheduler online training located on the CE-VLC at <https://afcesa.csd.disa.mil>.

2.8.1.3. The Prime BEEF Manager will assign and input personnel data along with assigning personnel to Unit Manpower Document positions and work centers. Flight Chiefs and/or Superintendents are responsible for updating their flight's training in ACES PR and keeping hard copy source documents on training. Data updates will be completed within 24 hours of completion of training.

2.8.1.4. Database administration. As members process into and out of the unit, the commander's support staff (or designated representative) should update the database as necessary. Any personnel information updates that may occur should be managed in the system as well.

2.8.1.5. ACES-PR/RM Monitors and SMEs. Supports the Prime BEEF manager to ensure contingency materials and equipment are maintained in a "ready state."

2.8.2. Barcode Inventory Tracking System (BITS)/AV. The system provides an effective management system to track and monitor equipment availability. Enabling asset visibility, the system's intent is to inventory and track any shortfalls of UTC equipment requirements. Units will use the BITS system to complete their equipment inventory and update ACES-PR.

**2.9. Unit Deployment Manager (UDM).** The UDM is a key member of the Prime BEEF program and works closely with the Prime BEEF Manager. The UDM coordinates and reviews the Operation Plan (OPLAN)/Concept of Operation Plan, Time-Phased Force Deployment Data and/or AEF commitments with host and/or supporting logistics community (LGX) annually and administers unit plans, mobility, and readiness programs according to AFI 10-403 and other applicable directives. Units will train a minimum of one member from each postured UTC as an alternate UDM to ensure proper redeployment.

**2.10. Prime BEEF Liaison.** Prime BEEF liaisons will be identified within each flight. The liaison will be a SNCO and responsible for, but not limited to:

2.10.1. Posturing their flight's personnel against all applicable UTC positions while working with the Prime BEEF Manager.

2.10.2. Ensuring contingency and home station training (HST) is a top priority within their flight.

2.10.3. Developing and coordinating a training schedule with the Prime BEEF Manager.

2.10.4. Ensuring a team of AFS SMEs is established to assist the Prime BEEF Manager in maintaining contingency materials and equipment in a ready state.

2.10.5. Coordinating unit manpower and equipment issues for the Prime BEEF Manager in support of the Prime BEEF Program.

## **2.11. Subject Matter Experts (SME).**

2.11.1. Functional SMEs serve as team leaders and play an important role in getting their teams ready. They should be involved in pre-deployment and deployment activities. Functional SMEs are key players in planning, organizing, and conducting team training and in maintaining team equipment and supplies. Functional SMEs will follow guidance in AFPAM 10-219 Volume 8 when establishing their respective programs.

2.11.2. Unit CEM will monitor appointment of SMEs. SMEs will identify current industry innovations and standards and ensure all shop personnel maintain the most current tactics, techniques, procedures and construction methods. AFS and/or flight SMEs will work closely with their respective ECS-TCC instructor and command formal training manager on all career field matters.

**2.12. Expeditionary Engineering Financial Program.** The Expeditionary Engineering Financial Program is a process for planning, programming, and budgeting the execution of funds. The financial program is executed primarily at the MAJCOM and installation levels to ensure variations of unit mission requirements.

2.12.1. HQ AFRC/A7XO will work with command functional managers to level assets within the command and other MAJCOMs to fill shortfalls before funding new purchases and prior to disposal or turn-in of asset overages.

2.12.2. Units will submit unfunded requirements through Budget Reporting System/Un Funded Requests program, as required, to respective NAFs no later than 15 April for the current fiscal year (FY) funding consideration. Unfunded requirements must be a one-time or short-term shortfall and be executable functional area manager NLT deadlines established by HQ AFRC/A7K for the current FY. AFRC can submit emergency requirements at anytime. HQ AFRC/A7XO will submit unfunded program requirements according to established directives.

2.12.3. Unit Prime BEEF Manager will use the financial model in Attachment 3 to establish a baseline funding requirement. Solicit inputs from the entire squadron for budgeting purposes. Contingency training requirements should be reviewed and budgeted according to training requirements identified in AFI 10-210.

**2.13. Spectrum Management.** HQ AFRC/A7X or units will coordinate spectrum supportability and determination IAW AFI 33-118, *Electromagnetic Spectrum Management*, prior to enabling communication electronics equipment for training/exercises.



## Chapter 3

### TRAINING

**3.1. Formal Training (Schools).** This section complements AFI 36-2254, Volume 2, *Reserve Personnel Training Program*, AFRCI 36-2203, *Developing, Managing, and Conducting Reserve Training*, and AFRCI 36-2204, *Air Force Reserve Seasoning Training Program (STP)*. It provides guidance and clarifies procedures and responsibilities for CE unit-assigned personnel participating in formal training. HQ AFRC/A7XO validates Reserve CE requirements based on individual unit requirements.

3.1.1. Course Quota Utilization. Maximum effort must be made to ensure formal school quotas are filled as scheduled. The servicing wing training office (DPMT) and the Command CE Formal Training Superintendent must be notified immediately when a scheduled student becomes unavailable. School quota cancellations are made according to AFI 36-2254, Volume 2 and AFRCI 36-2203.

3.1.2. Regional Equipment Operator Training Sotes (REOTS) is for the 3E2X1 career field only. Due to limited class availability and the large number of units requesting allocation consideration, once requests for REOTS are assigned, approved, and accepted by the unit CC, the individual reservist's attendance is mandatory.

3.1.3. Scheduling Mobile Training Teams (MTT).

3.1.3.1. Coordinate all MTT requirements through HQ AFRC/A7XO for consolidation and approval.

3.1.3.2. The host organization is responsible for providing all necessary classroom facilities, computer support, rental/u-drive it vehicles, off base lodging (based on requested MTT), and funding MTT instructor tempory duty (TDY) costs if the request is for an out-of-cycle class.

3.1.4. Responsibilities.

3.1.4.1. HQ AFRC/A7XO will:

3.1.4.1.1. Monitor formal school training opportunities and advise CE units of available training quotas.

3.1.4.1.2. Validate, consolidate and forward CE (3EXXX and 32EX AFS) formal training requirements forecasts to HQ AFRC Functional Manager.

3.1.4.1.3. Consolidate and forward non-civil engineer AFS training requirement forecasts to the appropriate HQ AFRC Functional Manager.

3.1.4.2. CE Unit Commander will:

3.1.4.2.1. Provide the Command CE Formal Training Superintendent with an annual forecast of training requirements for the following year. Coordinate with local budget office to ensure adequate funds are available to support training requirements. The central/command funding of most formal supplemental training courses is dependent upon availability of funds.

3.1.4.2.2. Ensure training requests are processed through proper channels to include the wing training office.

3.1.4.3. Unit Training Manager will:

3.1.4.3.1. Develop a forecast of annual school requirements following procedures developed by HQ AFRC/A7XO. Forecasts are submitted to the Command CE Formal Training Superintendent for validation and further coordination.

3.1.4.3.2. Ensure all training requests are accurate and training prerequisites/requirements are met prior to submitting personnel for training.

3.1.4.3.3. Publicize training information and opportunities throughout the unit.

3.1.4.3.4. Monitor Airmen in non-productive training status codes as outlined in AFI 36-2201, *Air Force Training Program*.

3.1.4.3.5. Send unfunded requests for formal schools through the servicing wing training office if funding is not available.

3.1.4.3.6. Coordinate all MTT quotas through the Command CE Formal Training Superintendent before submitting AF Form 101, *Reserve Requirements for School Tours of Active Duty for Training*, through wing/support training office for a training line number (TLN). MTT cancellations/substitutions must also be sent to the Command CE Formal Training Superintendent.

**3.2. Annual Tour (AT), Deployment for Training (DFT).** This section identifies preparation and general actions necessary for the execution of Prime BEEF team DFTs, Silver Flag (SF), HST, Mission Essential Equipment Training (MEET), and Combat Skills Training (CST). This guidance is applicable to all AFRC Prime BEEF UTCs.

3.2.1. Requirements and guidelines for AFRC CE deployments are contained in AFRCI 10-204, *Air Force Reserve Exercise and Deployment Program*, AFI 10-210, AFI 32-3001, *Explosive Ordnance Disposal (EOD) Program*, AFRCI 32-2001, *Prime BEEF Fire Emergency Services Program*, and AFI 36-2250, *Civil-Military Innovative Readiness Training (IRT)*. Any AT or DFT that is not coordinated per these requirements and guidelines may not receive command support.

3.2.2. ATs/DFTs are used to obtain maximum hands-on on the job and upgrade training.

3.2.2.1. Units will integrate the deployment training objectives into the units' annual training plan.

3.2.2.2. Forward a copy of the unit annual training plan to HQ AFRC/A7XO NLT 1 September.

3.2.3. Commanders will assess and submit their AT needs for the next FY, using the standard AT/DFT request letter (see Attachment 4), IAW AFRCI 10-204 and AFI 10-210. AEF taskings (including other real-world missions) will receive first priority over annual deployments. Scheduled SF training is considered second priority, while DFT and other training requirements are the third priority.

3.2.3.1. HQ AFRC/A7XO must have visibility to coordinate on all requests to deploy off station. Regardless of functional area within CE (i.e. Ops, FES, EOD, R&EM etc.) unit

requests must be coordinated with and endorsed by the MSG/CC or equivalent and Wing/CC.

3.2.3.2. All DFTs will be obtained through the official AFRC DFT process as described in AFRCI 10-204. Units will not contact other MAJCOMs, units or HQs to seek DFT opportunities.

3.2.3.3. HQ AFRC/A7XO will review all responses and ensure requests do not conflict with any known inspections or visits. Units will forward AT/DFT requests to HQ AFRC/A7XO by 15 May each year.

3.2.3.3.1. Individual and unit training is the primary emphasis. To assist HQ AFRC/A7XO in matching suitable projects/deployments to units' training needs, units will provide the type of training and/or project necessary to meet known unit training needs and/or deficiencies, in the AT/DFT request.

3.2.3.3.2. Units will indicate the total number of personnel in each functional area available to deploy off station for AT/DFT (i.e., Ops, FES, EOD, EM), and the optimum deployment timeframe (FY Qtr).

3.2.3.3.3. To maximize priority and military airlift opportunities, units will keep in mind Deployment Review Board guidelines for priority airlift are 25 Pax or more, deployments with pallets, or projected commercial costs of \$20K or more.

3.2.3.3.4. With unit CC acceptance of assigned DFT, unless military airlift support necessitates a deployment/redeployment date shift, unit personnel will be required to deploy as programmed.

3.2.3.3.5. Weekly reports are required from all DFT teams. Copies of the reports will be sent to HQ AFRC/A7XO, the NAF/A7C, and Wing/CC or MSG/CC or equivalent.

3.2.3.3.6. After action reports are required to be submitted to HQ AFRC/A7XO within 30 days of returning from deployed activity. Copies should be provided to the wing/group commander. Reports should include a listing of all personnel deployed, project scope of work, degree of project completion, assessment of training received, quality of host base support provided, and any safety or project limiting factors encountered.

3.2.3.4. AFRC Prime BEEF squadrons are required to attend SF IAW AFI 10-210. Units that qualify for a SF waiver must submit that request as an attachment to their AT/DFT request letter.

3.2.4. HQ AFRC/A7XO will assign DFT dates/locations and enter all deployments into SMS. UDMs and Prime BEEF managers are encouraged to establish a Single Mobility System (SMS) account to assist with managing the unit's AT/DFT program.

3.2.4.1. Deployments will be coded in SMS as either a pending deployment, coded "P" or an informational deployment (home station or drive-away), coded "I". The Deployment Review Group meets quarterly to review and consider "P" and "I" coded deployments for approval. Approved deployments will be recoded from "P" to "A" (Approved) and informational deployments will change from "I" to "B" (Briefed).

Approved deployments will be sent electronically to HQ AFRC/A3 to request organic airlift.

3.2.4.2. All changes or cancellations of scheduled deployments must be coordinated through HQ AFRC/A7XO to prevent adverse affects on host base facilities, airlift requirements, and funding allocations. Ensure justification is provided for cancellation/deviation from scheduled deployment.

**3.3. Civil Engineer Superintendent Course (AFIT WMGT 570).** Completion of this course is mandatory for Air Force (3EXXX) SMSgts and a prerequisite for promotion to CMSgt. NOTE: This is not a skill level awarding course.

## Chapter 4

### CIVIL ENGINEER FULL-TIME SUPPORT STAFF

**4.1. General.** This chapter outlines duties and responsibilities for ARTs assigned to AFR CE units. These duties and responsibilities include, but are not limited to those described in this chapter. Each organization is responsible to ensure full-time staffs are aware of their responsibilities and receive the appropriate necessary training to accomplish these tasks. The duties and responsibilities described in this chapter must be accomplished along with any other assigned duties. The senior ART will represent the unit commander in their absence in managing day-to-day engineer programs and activities.

#### **4.2. Duties and Responsibilities.**

4.2.1. Accomplish reserve recruit support actions, identify vacancies, perform interviews, select recruits, provide information to home-station Force Support Squadron (FSS) and process Palace Chase accessions.

4.2.2. Initial indoctrination of new members.

4.2.3. Conduct in-processing and perform facility tours.

4.2.3.1. Establish Personnel Information Files. Process Government Travel Card (GTC) applications. Add the members to the unit recall roster and update military personnel data system or provide information to FSS for update. Notify new member's superintendent and appoint a sponsor. Code individuals into the Unit Training Assembly Processing System (UTAPS), add members to lodging authorization list, verify completion of Wing in-processing. Initiate member security requirements, in-process members into the unit security program, administer initial security awareness Phase 1 tests, process controlled area badge requests, update Joint Personnel Adjudication System (JPAS) as required, request SIPR/NIPR access. Conduct member mobility in processing, add member information into ACES-PR, and add members into Air Reserve Component Network (ARCNet) and Advanced Distributed Learning Service (ADLS).

4.2.4. Out-processing

4.2.4.1. Conduct security out-processing.

4.2.4.2. Complete unit out-processing to include: GTC, ACES-PR, UMPR, exit interviews. Remove from rosters and additional duty letters. Ensure decoration and EPR/OPR or LOE is accomplished, as appropriate.

4.2.5. Separations and Reassignments: Process involuntary reassignments, Palace Chase reassignments, administrative separations, normal assignment actions, and voluntary separations.

4.2.6. EPRs: Verify EPRs in Virtual Personnel Center – Guard Reserve (VPC-GR) and notify supervisors of requirements. Proofread reports, return for corrections, process for signature, and verify report completion.

4.2.7. OPRs: Verify OPRs in VPC-GR and notify supervisors of requirements. Proofread reports, return for corrections, process for signature, and verify report completion.

4.2.8. Line of Duty: Provide documentation to process duty status changes and updates. Process medical evaluations and track documentation until completion.

4.2.9. UTA Schedule:

4.2.9.1. Provide input into Wing annual UTA Plan, input annual UTA schedule into UTAPS, and publish schedule. Perform training coordination prior to UTA, coordinate Base Civil Engineer projects for training, coordinate with local transportation unit or contractor, and procure vehicles for training purposes.

4.2.9.2. Build monthly UTA schedule of events. Schedule members into UTAPS, reschedules members in UTAPS, collect and validate UTAPS data, and forward to finance.

4.2.9.3. Schedule meetings and make arrangements for facilities and lodging. Schedule medical, dental, and fit-to-fight appointments.

4.2.9.4. Coordinate UTA logistics requirements to include equipment, tools, materials, meals, etc. Build field training exercises (FTX) (build schedule, perform operational risk management, publish training scenario) and coordinate FTX logistical requirements.

4.2.10. AT:

4.2.10.1. Submit training requirements to HQ AFRC (DFT call process, refer to [paragraph 3.2](#)).

4.2.10.2. Receive AT assignments from HQ and coordinate with host point of contact. Notify members of AT and publish orders. Arrange logistics (lodging, transportation, passenger manifest, in-flight meals, pre-certify orders, etc). Conduct site surveys and after action trip reports. Prepare and coordinate AT plans, cargo pallets for transportation and validate SMS.

4.2.11. Reserve Personnel Appropriation /1610 Orders: Receive requests, validate funding availability, publish orders, modify if necessary, identify work center requirements, and coordinate with Traditional Reservists (TR) to fill man-days.

4.2.12. Military Personnel Appropriation Orders: Coordinate requirements, request/receive command man-day allocation system orders from issuing agency, validate funding source, publish orders, and modify if necessary.

4.2.13. Promotions:

4.2.13.1. Enlisted: Review promotion eligibility and ineligibility rosters, forward to supervisors and the First Sergeant for input, coordinate inputs, and forward to the CE Commander. Submit final documents to FSS and update appropriate computer databases.

4.2.13.2. Officer: Log promotion recommendation shells into tracking system, forward notifications to the CE Commander, and review promotion recommendation form drafts and make administrative changes. Forward the final version to the Commander for signature and continue to track. Submit signed documents to FSS and update appropriate databases.

4.2.13.3. Promotion Enhancement Program (PEP): Review eligibilities, prepare PEP guidance packages, and process nominations.

4.2.14. Clothing Issue and Purchase program: Identify clothing requirements and funding, prepare purchase requests, and issue forms to members. Track all back orders, pick up items when available and issue to members.

4.2.15. Resolve all pay issues. Pre-certify long tours. Manage Reserve Management Period orders, validate funding, publish AF Form 40a, *Record of Individual Inactive Duty Training* and process when complete. Receive telecommuting order requests, validate requirements, complete agreement forms, publish orders, and validate task completion. For DD Form 1610, *Request and Authorization for TDY Travel of DOD Personnel*, receive requests, validate funding, and publish orders. Certify orders upon completion, and process and certify leave requests.

4.2.16. Travel Vouchers: Verify accuracy of travel vouchers and submit to finance. Certify adverse effect statements as required.

4.2.17. Awards and Decorations:

4.2.17.1. Verify awards and decorations in VPC-GR and monitor the status of packages. Proofread nominations and make administrative changes. Route for signatures, track, and pick up for presentation.

4.2.17.2. Suspend annual award nominations, proofread, and make administrative changes. Forward for submission and track package status.

4.2.18. Unit Security Program. Initiate periodic reinvestigations, conduct bi-annual self assessments, and attend quarterly unit security manager meetings. Input information into JPAS for visiting personnel, prepare for security training, and prepare security information file. Issue controlled area badges, perform mass reissues and lost badge investigations.

4.2.19. Deploying members process. receive and review taskings and solicit volunteers. Verify eligibility, arrange required actions to make members eligible (i.e. Security/Combat Airman Skills Training/CST/Combat Battlefield Ready Airmen etc.,). Out/in-process members for deployment. Coordinate potential reclaims through the HQ AFRC/A7XO CE deployments functional area manager (FAM) for alternative sourcing solutions before submitting a reclama through formal channels. Monitor post deployment mobilization respite absence for mobilized and non-mobilized deployers to ensure accurate stop dates on orders. Do not make any external commitments to unit line number sourcing before coordinating the requirement(s) with the CE deployments FAM. Upon member's return from deployment, units must work with the Installation Personnel Readiness office to ensure accurate end dates on activation orders.

4.2.20. Training Program:

4.2.20.1. Unit training program. Research specialized equipment requirements and coordinate with supporting agencies. Develop budget requirements. Coordinate training plans with parent Wing, host installation and Group. Finalize and forward training plans to HQ AFRC/A7XO.

4.2.20.2. Formal School Requirement. Prepare formal school forecasts and forward to headquarters. Receive TLN from MAJCOM and identify members to fill quota. Resolve issues with formal schools, process and track formal school waivers.

4.2.20.3. Track Career Development Course (CDC) requirements and enrollments.

4.2.20.4. Track AFSC special certification and/or requirements. Request training support from outside agencies as required. Maintain operating guides and tech orders.

4.2.20.5. STP. Brief members, identify training locations, and coordinate support from outside agencies. Track training program processes and coordinate breaks in STP with HQ AFRC/A7XO.

4.2.20.6. Coordinate CDC issues with HQ AFRC/A7XO.

4.2.21. Active Duty Training: Receive requests from members, forward to training, and receive and process TLNs. Notify and brief members on course requirements and out-processing procedures. Validate eligibility of members, coordinate funding, and process orders. Receive TLNs from MAJCOM and identify members to fill quotas.

4.2.22. Manage individual participation. Track members' UTA participation, AT participation and prepare waivers for less than 14 days AT. Prepare waivers for school tours in lieu of AT. Manage and track reserve management period utilization.

4.2.23. Funds Management.

4.2.23.1. RPA: Prepare and submit budget inputs through wing channels. Prepare requests for unfunded requirements, validate status of funds, and process outstanding funds documents through wing channels.

4.2.23.2. Operations and Maintenance Budget: Forecast requirements, reconcile funds, prepare and submit unfunded requirements.

4.2.23.3. Government Purchase Card: Reconcile monthly statements, perform annual audits, research and purchase squadron training equipment, and attend required training.

4.2.23.4. GTC: Perform GTC account maintenance (deactivate, reinstate, etc). Generate monthly reports, track misuse and delinquencies, initiate administration actions for misuse/delinquencies. Participate in government account office audits.

4.2.24. Prime BEEF Program Management:

4.2.24.1. Update the Prime BEEF management data file, assign members to UTCs in ACES-PR and UMPR. Assign SME in ACES-PR.

4.2.24.2. Document completed Prime BEEF training requirements in ACES-PR.

4.2.25. Forecast annual munitions requirements and perform quarterly inventories.

4.2.26. BITS, update software and hardware. Barcode new equipment items. Perform annual inventory for UTC team kits, prepare shortage reports, and perform receipt inventories and reports.

4.2.27. Mobility and Home Station equipment. Prepare and marshal cargo pallets for deployments. Coordinate equipment certification and maintain mobility bags. Perform weapons inventories and inspections. Validate AS429L for home station equipment. Validate courtesy storage agreements and receive and turn in equipment to Defense Reutilization and Marketing Office.

4.2.28. UDM Program:

4.2.28.1. Review Operations Plans. Update mobility folders and attend UDM meetings.



4.2.28.2. Update logistics module and recall rosters. Perform communication recalls and update comm-out plan.

4.2.29. Readiness Report Requirements:

4.2.29.1. Prepare SORTS report, ART and DRRS inputs.

4.2.29.2. Ensure readiness reports are briefed to the Commander, CEM, and key staff members regarding unit status and events affecting readiness.

4.2.30. Additional Administrative Support:

4.2.30.1. Attend conferences as unit representative (CE Commanders Conference, NAF, AFRC) as required.

4.2.30.2. Develop directives. Validate Host/Tenant Support Agreements.

4.2.30.3. Functional Automated Data Processing Equipment. Performs annual inventories and system tech refreshes, add and remove equipment from accounts. Remove and install hardware. Pick up and drop off hardware. Validate accounts for accuracy, control system access, and provide training and support for the organization.

4.2.30.4. Manage unit self assessment programs.

4.2.30.5. Maintain the management control plan and assigns taskings as required.

4.2.31. Prepare for TDYs, perform in civilian or military status, prepare and submits trip reports.

4.2.32. Contingency training site usage. Accomplish pre and post site inspections. Issue and receive training equipment and maintain training facilities.

4.2.33. Unit Emergency Management Program Representative performs duties delineated in AFI 10-2501 paragraphs 3.33.1.1 – 3.11.1.2.4.

4.2.34. Facility Manager duties for assigned facilities to include the items listed below:

4.2.34.1. Identify work requirements and submit, obtain coordination and follow-up with applicable host installations office (e.g. Base Civil Engineer (BCE), Army/Navy Public Works) responsible for work orders.

4.2.34.2. Key Control. Conduct inventories of all keys and record the results on AF Form 2427, *Lock and Key Control Register*.

4.2.34.3. Housekeeping of Facility: Ensure that good housekeeping practices are in place and performed by all facility occupants. The base cleaning contract assists with the majority of this work, but it is the facility manager's responsibility to provide housekeeping that is not covered under the contract.

4.2.34.4. Fire Safety and Prevention: Accompany Fire Department personnel during fire safety inspections, schedule periodic fire evacuation drills through the Fire Department, inspect fire extinguishers (monthly), and ensure fire doors and fire exits are in service and unobstructed at all times.

4.2.34.5. Prepare and maintain a Facility Manager Continuity Book. As a minimum, the continuity book should contain: Facility Manager assignment letters, facility key

assignment logs, work requirement logs, fire extinguisher listing and inspection logs, and Facility Manager handouts.

JAMES F. JACKSON, General, USAFR  
Commander

## Attachment 1

## GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

*References*

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HQ USAF Program Action Directive (PAD) 12-03, *Implementation of Enterprise –Wide Civil Engineer Transformation*, 26 October 2012

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### ***Adopted Forms***

AF Form 101, *Reserve Requirements for School Tours of Active Duty for Training*, 1 January 1974

AF Form 171, *Request for Driver's Training and Addition to U.S. Government Drivers License*, 15 March 2011

AF Form 40a, *Record of Individual Inactive Duty Training*, 30 April 2012

AF Form 616, *Fund Cite Authorization (FCA)*, 1 April 1989

AF Form 2427, *Lock and Key Control Register*, 1 July 1995

SF 182, *Authorization, Agreement and Certification of Training*, December 2006

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### ***Abbreviations and Acronyms***

**ACES-PR/RM**—Automated Civil Engineering System, Personnel and Readiness and Resource Management

**AD**—Active Duty

**AEF**—Air and Space Expeditionary Force

**AFRC**—Air Force Reserve Command

**AFSC**—Air Force Specialty Code

**AMP**—Asset Management Program

**ANG**—Air National Guard

**ART**—Air Reserve Technician

**ART**—AEF UTC Reporting Tool

**AT**—Annual Tour

**BITS**—Barcode Inventory System

**CDC**—Career Development Course

**CE**—Civil Engineer

**CED**—Explosive Ordnance Disposal Flight

**CE Flight**—Civil Engineer Flight

**CEF**—Fire Emergency Services Flight

**CEG**—Civil Engineer Group  
**CEI**—Installation Management Flight  
**CEM**—Chief Enlisted Manager  
**CEN**—Engineering Flight  
**CEO**—Operations Flight  
**CES**—Civil Engineer Squadron  
**CEX**—Readiness and Emergency Management Flight  
**CST**—Combat Skills Training  
**DAV**—Deployment Availability  
**DFT**—Deployment for Training  
**DRMD**—Deployment Requirements/Manning Document  
**DRRS**—Defense Readiness Reporting System  
**DT**—Development Team  
**ECS-TCC**—Expeditionary Combat Support-Training and Certification Center  
**EFD**—Enlisted Force Development  
**EOD**—Explosive Ordnance Disposal  
**EORI**—Expeditionary Operational Readiness Inspection  
**EPR**—Enlisted Performance Report  
**ESL**—Equipment Supply Listing  
**ETCA**—Educational Training Course Announcement  
**FAM**—Functional Area Manager  
**FES**—Fire Emergency Services  
**FSS**—Force Support Squadron  
**FTX**—Field Training Exercise  
**GTC**—Government Travel Card  
**HST**—Home Station Training  
**IDP**—Installation Deployment Plan  
**IPP**—Installation Protection Program  
**IRT**—Innovative Readiness Training  
**JPAS**—Join Personnel Adjudication System  
**MCV**—Mobile Communications Vehicle  
**MEET**—Mission Essential Equipment Training

**MEOC**—Mobile Emergency Operations Center  
**MPA**—Military Personnel Appropriation  
**MSG**—Mission Support Group  
**MTT**—Mobility Training Team  
**NAF**—Numbered Air Force  
**NIPR**—Non secure Internet Protocol Router  
**NLT**—Functional Area Manager  
**OJT**—On the Job Training  
**OPLAN**—Operations Plan  
**OPR**—Officer Performance Report  
**ORE**—Operational Readiness Exercise  
**ORTP**—Operational Readiness Training Program  
**PDMRA**—Post Deployment Mobilization Respite Absence  
**PEP**—Promotion Enhancement Program  
**Prime BEEF**—Prime Base Engineer Emergency Force  
**R&EM**—Readiness and Emergency Management  
**R-EDP**—Reserve Enlisted Development Plan  
**RP**—Real Property  
**RPA**—Reserve Personnel Appropriation  
**SAV**—Staff Assistance Visits  
**SF**—Silver Flag  
**SIPR**—Secure Internet Protocol Router  
**SME**—Subject Matter Expert  
**SMS**—Single Mobility System  
**SNCO**—Senior Non Commissioned Officer  
**SORTS**—Status of Resources Training System  
**S-teams**—Staff Augmentation Teams  
**STP**—Seasoning Training Program  
**TLN**—Training Line Number  
**TR**—Traditional Reservist  
**UCC**—Unit Control Center  
**UDM**—Unit Deployment Manager

**UMD**—Unit Manpower Document

**UMPR**—Unit Manning Personnel Roster

**UTA**—Unit Training Assembly

**UTAPS**—Unit Training Assembly Processing System

**UTC**—Unit Type Code

**UTM**—Unit Training Manager

**VCO**—Vehicle Control Officer

**VPC-GR**—Virtual Personnel Center – Guard Reserve

**Attachment 2**  
**MONTHLY ACTIVITY REPORT**

DATE

MEMORANDUM FOR HQ AFRC/A7X0

FROM: XXX CES/CC

SUBJECT: XXX CES Monthly Activity Report

1. General Comments:
2. Personnel Actions: 165 of 209 = 78% (projected incoming: 2 personnel)
  - a. Personnel attending ALS, NCOA, SNCOA:
  - b. Personnel in Seasoning Training Program (STP):
  - c. Personnel attending 3-level UGT Tech School:
  - d. Personnel in 5-Level Upgrade Training and 7-Level Upgrade Training:
  - e. Personnel awaiting tech school:
  - f. Personnel on medical hold:
  - g. Personnel being discharged/moved to IRR:
  - h. Personnel retiring within 6 months:
  - i. ART issues:
3. Equipment/Training Status
  - a. Equipment:
    - o Weapons On-Hand Status:
      - M-4
      - M-9
  - b. HST/MEET/SF information and issues
  - c. ACES-PR inputs and issues
5. Additional Information: General comments and concerns.
6. If your staff requires any additional information, please have them contact me at DSN XXX-XXXX.

//SIGNED//

JANE L. DOE, Major, USAFR  
XXX CES

Attachment:



## Monthly Activity Report Worksheet

Figure A2.1. Monthly Activity Report Worksheet.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
	<b>POWER PRO</b>		1) BLANKENSHIP	2) BEAR	3) BLANCHARD	4) FERRELL	5) BERNARDO	6) BRISENO	7) BUENO	8) BROUSSARD	9) CLARK	10) CASTILLO	11) DEBRUNO	12) WEEKS	13) GOINS	14) HARVEY	15) QUINN	16) EXAMPLE		
1																				
2	<b>WEDNESDAY, 9 JANUARY 2013</b>																			
3	<b>TOTAL HOURS</b>	8.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
4	<b>PT</b>	1.5																1.5		
5	Commander's Call	1.0																1.0		
6	Medical Appointment	1.0																1.0		
7	Training Meeting	0.0																		
8	Urinalysis	0.0																		
9	CBT - LOAC	1.0																1.0		
10	M4 Training	0.0																		
11	CBT - SABC	0.0																		
12	CBT - IA	0.5																0.5		
13	CBT - Force Protection	0.0																		
14	SABC Class	0.0																		
15	CBRN Class	0.0																		
16	Field Training Exercise	0.0																		
17	Airfield Damage Repair	0.0																		
18	Spall Repair	0.0																		
19	Aircraft Live Fire Training	0.0																		
20	Firefighting (Structural)	0.0																		
21	Conventional Ordnance Exercise	0.0																		
22	Broken Arrow Exercise	0.0																		
23	JWARN Plume Modeling/JEM	0.0																		
24	Safety meeting	0.0																		
25	Staff Meeting	1.0																1.0		
26	Fitness Assessment	0.0																		
27	End Of Course Examination	0.0																		
28	PME Testing	0.0																		
29	EPR	2.0																2.0		

Cell A1: Enter shop name

Cell A2: Enter date

Cell B3: Contains formula to add figures in Column B

Row 1, Columns C through ∞: Enter members' names

Column A, Rows 4 through ∞: Enter event; please be specific in the description of the event.

The events listed here are an example only. Modify as necessary.

Column B, Rows 4 through ∞: Contains formula to add figures is each respective Row

Row 3, Columns C through ∞: Contains formula to add figures in Column C

Enter time spent on each event to the filed in one-half hour increments

Visit the AFRC/A7X CoP for a digital version of this formal. Locally produced versions are acceptable.

**Attachment 3****EXPEDITIONARY ENGINEERING (EE) ELEMENT BUDGET MODEL****Figure A3.1. EXPEDITIONARY ENGINEERING (EE) ELEMENT BUDGET MODEL**

Expeditionary Engineering (EE) Element Budget Model			
(MAJCOM)	(Enter Installation)	(Enter Date)	
Do Not Include Requirements for Ground crew Chemical Warfare Defense Equipment			
Program Area	Annual Planning Factor	Number	Total
<b>Training</b>			
Silver Flag	\$1000 Per Student	0	\$0
Regional Equipment Operator Training (REOTS)	\$1000 Per Student	0	\$0
Mission Essential Equipment Training (MEET)	\$1000 Per Student	0	\$0
Training Sub-Total			\$0
<b>Plans and Exercises</b>			
Installation Exercise Support	\$1,000	2	\$2,000
Plans and Exercises Sub-Total			\$2,000
<b>Facility Sustainment</b>			
Primary and Alternate Deployment Control Center (may be combined with UCC)	\$2,500	N/A	\$2,500
EE Element Facilities (Includes Training Area, Warehouse)	\$2,500	N/A	\$2,500
Facility Sustainment Sub-Total			\$5,000
<b>Equipment and Supplies</b>			
EE Element Support Team Equipment/Supplies (Pallet Build-up)	\$1,500	N/A	\$1,500
EE Element Administrative Support (Computer, Software, Administrative Supplies)	\$1,500	N/A	\$1,500
EE Element Communications (Radio, Cellular)	\$1,500	N/A	\$1,500
Mobility A Bags	\$1,500	0	\$0
Mobility B Bags	\$1,500	0	\$0
UTC 4F9AL Sustainment	\$660 Per UTC	0	\$0
UTC 4F9AP Sustainment	\$840 Per UTC	0	\$0
UTC 4F9EE Sustainment	\$1,200 Per UTC	0	\$0
UTC 4F9EF Sustainment	\$4,200 Per UTC	0	\$0
Equipment and Supplies Sub-Total			\$4,500
<b>Temporary Duty</b>			
			\$0
			\$0
TDY Sub-Total			\$0
<b>MAJCOM Approved Variances</b>			
Contract Labor Support	Estimated or Actual Cost		\$0
Other Variance	Estimated or Actual Cost		\$0
Other Variance	Estimated or Actual Cost		\$0
Other Variance	Estimated or Actual Cost		\$0
Other Variance	Estimated or Actual Cost		\$0
MAJCOM Variance Sub-Total			\$0
Program Total			\$11,500

**Attachment 4****SAMPLE AT/DFT REQUEST LETTER****SAMPLE AT/DFT REQUEST LETTER**

Date

MEMORANDUM FOR (XXX) MSG/CC

FROM: (Your Unit)

SUBJECT: FYXX Annual Tour/DFT Request

1. The following information regarding FYXX Annual Tours for the XXX Civil Engineer Squadron is submitted in accordance with HQ AFRC/A7X. This request includes requirements for all BEEF personnel, to include Fire Protection, Emergency Management and EOD AFSC's.
2. You will find the specific number of personnel seeking training along with choice of time period. Under present AEF requirements an Annual Tour in FYXX (any quarter) will not affect the unit's capability to meet our scheduled (Cycle/DATE) commitment.
3. Following is a brief description of the training requirements; you will find the specific numbers regarding Silver Flag, DFT on the AT/DFT request sheet. If you desire all functional areas to deploy as a team, please indicate accordingly.
  - a. Traditional Operations: (here is where you specify the training requirements, i.e., construction project, etc). List all the requested training needs.
  - b. Fire Emergency Services: (here is where you specify the training requirements). List all the requested training needs.
  - c. Emergency Management: Request annual tour/DFT (list training need).
  - d. EOD: Request annual tour/DFT (list training need).
4. The point of contact for the XXX CES concerning the squadron FYXX Annual Tours is (Name/Rank/Title) at DSN XXX-XXXX.

USAFR

FIRST M. LAST, Rank,

Commander

Attachment

AT/DFT Information sheet

1<sup>st</sup> Ind, XXX MSG/CC, XXX CES FYXX Annual Tour/DFT Request

MEMORANDUM FOR XXX WG/CC

Concur/Non-concur

Rank, USAFR

FIRST M. LAST,

Commander

2<sup>nd</sup> Ind, XXX WG/CC, XXX MSG CES FYXX Annual Tour/DFT Request

MEMORANDUM FOR HQ AFRC/A7X

Concur/Nonconcur

FIRST M. LAST, Rank, USAFR

Commander

AT/DFT Request Information for XXX CES, FY XXTCC/Silver Flag

UTC	PAX	Quarter	UTC	PAX	Quarter
4FPES (6)			4FPWB (1)		
4FPET (26)			4FPWC (1)		
6KOK5 (1)			4FPWD (2)		
4FPAW (1)			4FPWE (2)		
4FPAL (2)			4FPWF (1)		
4FPAM (2)			4FPFF (1)		
4FPAN (5)			4FPFJ (2)		
4FPAP (2)			4FPFN (1)		
4FPAQ (3)			4FPFP (6)		
4FPAR (3)					
4FPAS (4)					
4FPAT (3)					
4FPAU (3)					
4FPAV (3)					
4FPAX (2)					

DFT

Number of PAX	Quarter (1 <sup>st</sup> , 2 <sup>nd</sup> , 3 <sup>rd</sup> , 4 <sup>th</sup> )	Training Comments
OPS -		
EM -		
FES -		
EOD -		

(This sheet will be used to schedule unit training requirements)

*\*\* If you break down a UTC, you must indicate what AFS you will be sending \*\**